



Personnel

USE AND PREPARATION OF ARPC FORM 49

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: HQ ARPC/DPPRA
(Ms Debra Weule)

Certified by: HQ ARPC/DPPR (Ms Carole Packham)

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This instruction outlines the preparation and use of ARPC Form 49, **Document Variable Sheet**.

- 1. Reference.** AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Reserve Members*.
- 2. Purpose.** This form is used to request letters relating to retirements.
- 3. Preparation.** Personnel Technicians provide administrative information necessary to complete retirement letters. The administrative staff takes this information and generates the appropriate letter for the retiree.
- 4. Procedures.** The member's age generates the start of this process (members become eligible for retired pay at age 60). This letter is used several times throughout the process. The ARPC Form 49 is used to generate a letter to Reserve members and former members who have a variety of questions, i.e., eligibility for Reserve retired pay, service and retirement points they need for divorce actions or mortgage applications. It is also used to generate letters to send members their Retired Reserve orders. Used to forward Annuitant's orders and information.
- 5. Form Prescribed.** ARPC Form 49.

KIRK A. JAMISON
Chief, Plans and Programs Division
Directorate of Communications
and Information